

Arizona Early Childhood Development & Health Board

FIRST THINGS FIRST

Meeting Minutes

Call to Order

The regular meeting of the First Things First – Arizona Early Childhood Development and Health Board was held on Tuesday, November 27, 2007 at 4000 N. Central, Ste. 800, Phoenix, Arizona 85012. Chair Mathis Basha called the meeting to order at approximately 9:00 a.m.

Chair Mathis Basha welcomed new Board member Steve Lynn. Mr. Lynn lives in Tucson, Arizona and is the Vice President of UniSource Energy Corporation & Tucson Electric Power Company. Mr. Lynn was the past Chair of the School Readiness Board.

Members Present:

Nadine Mathis Basha, Rhian Evans Allvin, Pamela Powell, Paul Luna, Gary Pasquinelli, Cecil Patterson, Gene Thompson, and Steven Lynn

Ex-Officio Members Present:

Tracy Wareing and Amy Corriveau

Absent:

Vivian Saunders and Susan Gerard

Consent Agenda

Upon the Motion of Member Luna and Seconded by Member Pasquinelli, the Board adopted the Consent Agenda. The items on the Consent Agenda include the Minutes of the October 23, 2007 and November 7, 2007, Board Meetings.

Call to the Public

There were no requests to address the Board.

Executive Committee Appointment

Chair Mathis Basha appointed the Executive Committee which consists of the Board Chair and Vice Chair, and the Chairs of the Program Committee and Audit and Finance Committee. Member Evans Allvin was appointed to Chair the Program Committee and Member Thompson appointed to Chair the Audit and Finance Committee. Chair Mathis Basha stated the first item of business for the Committee would be to draft the Committee's policies, which would then be brought back to the full board for approval.

Members Comments and Updates

Member Powell, updated the Board on the Family Support Workgroup.

Member Powell mentioned the workgroup met yesterday and is moving along.

Member Pasquinelli, updated the Board on the Health Workgroup

Member Pasquinelli announced that the workgroup would be meeting today after the Board meeting and is moving forward toward recommendations on indicators and outcomes.

Member Evans Allvin, updated the Board on the Professional Development Workgroup

Member Evans Allvin mentioned that she and Chair Mathis Basha presented to the ECDH staff, an orientation on the background of Proposition 203 and how First Things First began. Member Evans Allvin also reported the workgroup is refining the recommendations for presentation to the Board in January.

Member Mathis Basha, updated the Board on the Quality Improvement Workgroup

Member Mathis Basha stated the workgroup is progressing on the quality rating system.

Member Thompson, updated the Board on the Evaluation Workgroup

Member Thompson stated interviews for the Assistant Director, Program Evaluation are making progress and a decision should be made soon.

Member Luna, updated the Board on the Communications Workgroup

Member Luna announced that the workgroup would be meeting today after the Board meeting and are working on building membership.

Presentation on Elements within the Early Childhood System

Karen Woodhouse, Deputy Director of First Things First, presented a conceptual model represented by a timepiece, of an Arizona Early Childhood System. The timepiece incorporates the six goals areas in the initiative, with the clock work gears representing the program content and infrastructure.

Presentation on Elements of Health

Gary Pasquinelli, Chair of the Health Workgroup, updated the Board on the workgroup progress and informed the Board they are presently working on indicators and outcomes to achieve their goals. Judy Walruff, Policy Specialist for First Things First, informed the Board about the fundamental role on health and health care in early childhood development system. (A copy of the power point presentation by Judy is attached.)

Presentation on Elements of Accessibility

Cecil Patterson, Chair of the Accessibility Workgroup, updated the Board on the workgroup progress and informed the Board that accessibility overlaps with all of the other workgroups. Jennifer Johnson, Policy Specialist for First Things First, informed the Board that the system of services must be accessible to all children, families and service providers. Processes for accessing services must be clear and not burdensome. Processes must be consistent, easily accessible and known to the community. (A copy of the power point presentation by Jennifer is attached.)

Regional Boundaries Report

Linda Cannon, consultant to the Board, gave an update of the Regional Boundaries. Michelle Katona, Assistant Director for Regional Councils, presented to the Board a proposed partnership boundaries overlay on recommendations from the September Board meeting. Ms. Katona also discussed the Regional Manager organization of the Regions.

Elliott Hibbs, Director of First Things First, provided tentative estimates of the allocations of funds based on numbers of children 0-5 and 0-5 living in poverty in the regions. It was noted that these estimated numbers are planning stage analysis numbers only and are not included in the Regional Boundaries Report. It was cautioned that persons seeing these numbers should not use them for planning purposes as they are for information purposes only to give an indication of allocations based on one method, but that further work is needed before a methodology is adopted by the Board and used for actual allocations in the future.

After a brief discussion, a Motion was made by Member Pasquinelli to adopt the Regional Boundaries as defined in the report of the Regional Partnership Boundary Recommendations dated November 13, 2007. The motion was seconded by Member Evans Allvin. Motion Carried.

A Motion was made by Member Pasquinelli that in the event the Navajo Nation chooses to become its own Region: a) the non-Tribal areas of Apache County and Navajo County and the White Mountain Apache Tribe would

become one Region and b) the balance of Coconino County, including the four Tribes identified in the report, would continue to comprise one Region. The motion was seconded by Member Powell. Motion carried.

A Motion was made by Member Pasquinelli that in the event that other Tribes choose to become their own Region, the balance of the Region the Tribe was in, as defined throughout the November 13, 2007 recommendations, remain as a Region. The motion was seconded by Member Thompson. Motion carried.

Needs and Assets Report

Linda Cannon gave an update to the Board on the Needs and Assets report. Ms. Cannon reported to the Board that the comments and recommendation on the draft Needs and Assets report are presently being incorporated, along with additional National data. Allison Landy, Policy Specialist, reported that the suggestions and recommendations received by the Board from the initial draft are being integrated and a revised draft is being prepared. Nicole Stewart, Assistant Director, Communication reported that they have received positive and constructive feedback on the report, and that the report would be sent to the Board after a revised timeline is received. Mr. Hibbs pointed out that a final draft would be sent to the Board for comment prior to the December 12th meeting.

Executive Director Report

Elliott Hibbs, Executive Director, presented to the Board his monthly report which included updates on the following:

Regional Boundaries

Regional Manager interviews are complete. Seven candidates have been selected for further review for the 5 positions. The expected start date for regional managers is no later than January 7, 2008. All regional managers will go through a one week orientation and training the week of January 7th in Phoenix.

The regional partnership application is being finalized along with the screening score sheets and the interview process. A guide for applicants is currently under development. The application will be posted on December 12, 2007.

A training matrix is being developed that will focus on training needs through 2008 for new staff and council members.

There have been two recent decisions relating to Tribal participation in the Regional Boundaries. The Hopi Tribe has indicated they will remain in the Coconino County Region, and the Salt River Pima-Maricopa Indian Community voted to become a separate Region.

Needs and Assets Assessment

A draft of the Needs and Assets Assessment was issued to the Board on November 14, 2007 to obtain feedback of the content, organizational structure and the method of presentation. Based on the feedback, another iteration of the report is being prepared that consists of restructuring the presentation. The Board will be provided another draft prior to the next Board meeting.

Workgroups

Work plans have been prepared for each work group with actions and timeline for completion. Most workgroup plans target completion of identified activities in preparation for strategic planning by no later than mid-January 2008.

Strategic Planning

The strategic planning meeting is scheduled for January 21, 22 and 23, 2008, it will be held in Phoenix instead of Yuma as originally planned due to cost differences. The February meeting will be planned for Yuma.

Branding

RIESTER is continuing to build upon the Board decision to adopt the logo, tagline and color scheme by designing business materials, including business cards, letterhead, note cards, envelopes and labels. The agency is also receiving other competitive bids for the work.

Web Site

The communications and IT staff have completed the initial phase of web design: research, planning, cost, and concept. The new web design will be introduced on December 12th to coincide with the presentation of the Needs and Assets Report.

Administrative

Since the October meeting we have hired Connie Schorr as the new Policy Manager.

As of November 19th the ECDH staff has moved into the new offices located on the 8th floor at 4000 N. Central in Phoenix. The finance division will remain on the 14th floor.

Expenditures continue to fall below the projected budget. October expenses were \$358,504, compared to a budget of \$667,608. Personal services and employee related expenses were \$382,000 under budget due to longer time frames to fill positions. Professional Services for our consulting contracts was over budget (\$19,042) due to higher usage for finalization of the regional boundaries and needs and assets reports. Equipment and other operating expenditures in October were also over budget, due to the timing of purchases. Year-to-date budget projections are under expended by \$570,000, which is due to the slower pace for filling positions.

Revenues from tax receipts for October totaled \$12.4 million, which brings the total tobacco tax revenues for the first four months of the fiscal year to \$54.7 million. Interest earnings add an additional \$389,377 to total receipts. Monies were divided into the administrative account and program accounts as provided by law.

Identifying Regional offices for support staff is underway. We have developed a partnership with DES facilities staff that has a wealth of contacts in many communities across the state as we look to open offices to support the various regional councils.

Other Key Objectives

Designated staff members will be visiting with the North Carolina staff involved in Smart Start, both at the state and regional partnership levels, during the first week of December. The purpose will be to gather information about training, grants processes, IT systems and the associated responsibilities to effectively track and monitor results.

Next Meeting

The next meeting will be held on December 12, 2007, in Phoenix, Arizona.

Adjournment

There being no further business, Chair Mathis Basha adjourned the meeting at 1:15 p.m.